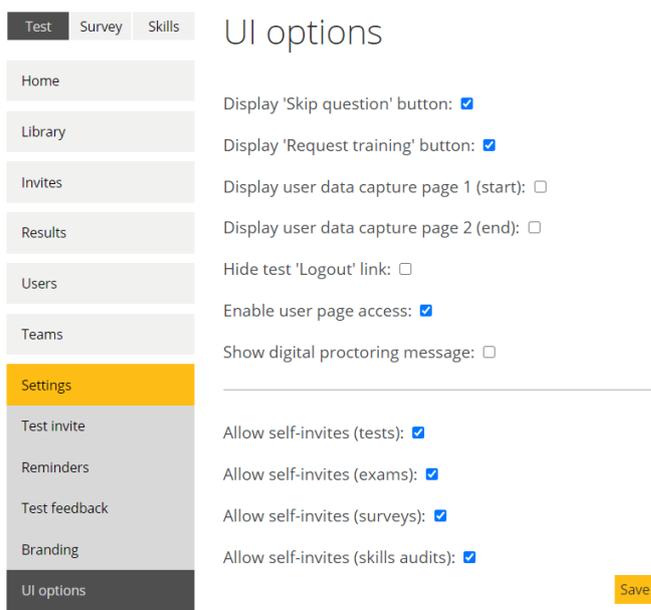


INDIVIDUAL USER PAGES

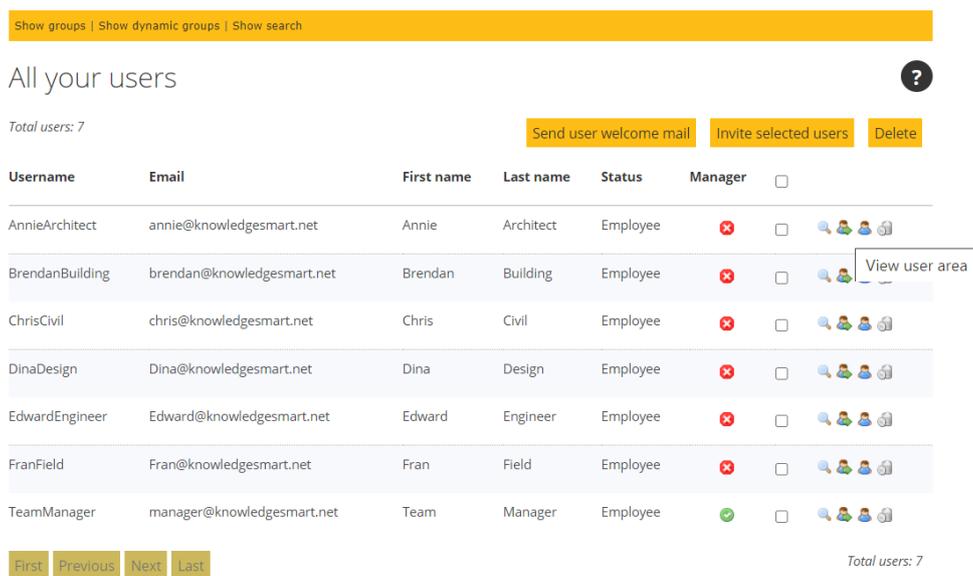
KS admins have the option to allow users to access their own individual KS user dashboard pages.

On the **Settings > UI options** page, check the **Enable user page access** box.



Admins can log into individual user pages by going to the **Users > User list** page and clicking the **View user area** icon.

Users

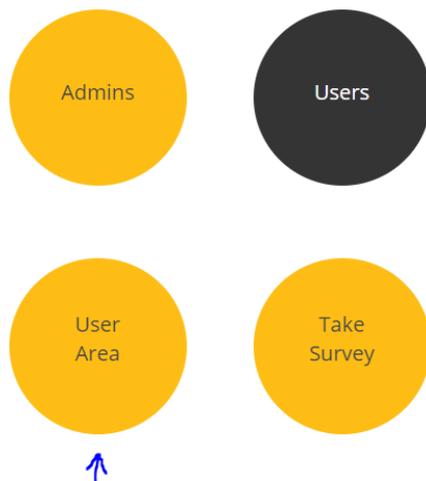


Username	Email	First name	Last name	Status	Manager
AnnieArchitect	annie@knowledgesmart.net	Annie	Architect	Employee	<input type="checkbox"/>
BrendanBuilding	brendan@knowledgesmart.net	Brendan	Building	Employee	<input type="checkbox"/>
ChrisCivil	chris@knowledgesmart.net	Chris	Civil	Employee	<input type="checkbox"/>
DinaDesign	Dina@knowledgesmart.net	Dina	Design	Employee	<input type="checkbox"/>
EdwardEngineer	Edward@knowledgesmart.net	Edward	Engineer	Employee	<input type="checkbox"/>
FranField	Fran@knowledgesmart.net	Fran	Field	Employee	<input type="checkbox"/>
TeamManager	manager@knowledgesmart.net	Team	Manager	Employee	<input type="checkbox"/>

Administrators also have the option to block individual user pages, using the **Block user area** tool.

Users can access their personal KS page by going to: <https://online.knowledgesmart.net/> and clicking on the **Users > User Area** button.

Welcome to your KnowledgeSmart login area



When a user logs in to their personal dashboard, they are presented with the following menu options:



Annie Architect
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Assessment Scores
- >> My Exams
- >> My Skills
- >> My Surveys
- >> Self Invite

Log out

Welcome to your personal KnowledgeSmart page. From here you can manage your KS user profile, view assessment invites, results and charts and store useful documents and records relating to your personal development and learning history.

My Details

Here you can edit your KS profile details, password and image.

Your email: **annie@knowledgesmart.net**

Your username: **AnnieArchitect**

My Achievements

Here you can upload any useful documents and records relating to your personal development and learning history.

Number of files:	Shared files:
0	0

My Assessments

Here you can view KS assessments you have taken or have been invited to take.

Completed:	To take:
1	0

My Scores

Here you can view all your KS scores in one place.

Your last three scores and times were:

76%	n/a	n/a
00:27:20	--:--	--:--

Email: info@knowledgesmart.net

www.knowledgesmart.net

The **My Details** page can be used to update personal details, add a profile photo, edit user datafields and update their KS password.



My Details

Here you can edit your KS profile details, password and image.

>> Change my password

Old password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

[Save](#)

>> About me

Email Address:	<input type="text" value="annie@knowledgesmart..."/>
Primary Industry/Discipline:	<input type="text" value="Engineering - Act"/>
Primary Role:	<input type="text" value="Architectural Assi"/>
Country:	<input type="text" value="Unknown"/>
State:	<input type="text" value="N/A"/>

>> Profile picture



(For best results upload a square image 300px wide.)

[Change](#)

[Save](#)

>> Teams I belong to

Team ↑	Manager ↑
Team Alpha	Team Manager
A Team	Team Manager

The **My Achievements** page can be used to store documents, resume, CPD records, exam certificates, records of achievement data.



Annie Architect

KnowledgeSmart profile

[>> My Details](#)

[>> My Achievements](#)

[>> My Assessments](#)

[>> My Assessment Scores](#)



My Achievements

Here you can upload any useful documents and records relating to your personal development and learning history. For example: training completion certificates, exam results, certification evidence, CPD records, resume or professional record of achievement data.

>> Add a new file



File name	
Annie Architect Resume.docx	   
Annie Architect Revit Architecture Assessment Result.pdf	   

The **My Assessments** page can be used to log into open test sessions, view completed test reports, gap analysis data and view a certificate of achievement.



Annie Architect
KnowledgeSmart profile

[>> My Details](#)

[>> My Achievements](#)

[>> My Assessments](#)

My Assessments

Here you can view KS assessments you have taken or have been invited to take. View summary reports for completed sessions by clicking on the assessment name. Resume open sessions by clicking on the name of 'Not started' or 'In progress' assessments and entering your KS user name and password in the login screen.

Status	Date	Expiry	Assessment	Score	Time	Stats
Complete:	15 Jan 2021		Revit for Architecture 2021 - Xpress (I)	76	00:27:20	

Report summary for Annie Architect

[Show all detail](#)

Assessment ID 152143: Revit for Architecture 2021 - Xpress (I)

Completed on 15 Jan 2021	Duration (hh:mm:ss) 00:27:20	Score 76%	Logins 1
-----------------------------	---------------------------------	--------------	-------------

Question	Duration	Score	Details
1 RAC-Annotation-CustomTag	00:00:25	100	
2 RAC-Schedules-Data02	00:03:00	100	
3 RAC-SharedCoordinates-MeasureAngle	00:03:30	100	
4 RAC-FamilyEditor-ParameterTypes	00:01:00	78	
5 RAC-ProjectBrowser-Views	00:03:20	100	



This certifies that

Annie Architect



Has completed the KnowledgeSmart assessment:

Revit for Architecture 2021 - Xpress (I)

Date

15 Jan 2021

Your time

00:27:20

Your score

76%



The **My Assessment Scores** page can be used to view completed tests, a list of skills gaps for each test, plus benchmark charts for score and time data.



Annie Architect
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Assessment Scores
- >> My Exams
- >> My Skills
- >> My Surveys



My Assessment Scores

Here you can view all your KS scores in one place. Available data includes: benchmark comparisons, performance charts and skills gap summaries.

Assessments taken 11

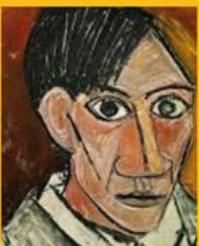
Revit for Architecture 2021 - Xpress (1)

Score	Time taken
76%	00:27:20
Your Org	Globally
Need more data	Bottom 50%

Skills gap

Families, Family Editor, Parameter Types, Worksets, Restore a Backup, Massing Environment, Conceptual Massing, Creating Forms, View Properties, View Filters, Walls, Drawing Walls, Measuring Width

The **My Exams** page can be used to view completed exam sessions and view a certificate of achievement.



Pablo Picasso
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Exams



My Exams

Here you can view KS exams you have taken or have been invited to take. View certificates by clicking on the exam name.

Date 11	Exam 11		Grade 11	Time 11
22 May 2020	Revit for Structures 2020 - Exam		Distinction	00:30:50



This certifies that
**Pablo
Picasso**



Has completed the exam:
Revit for Structures 2020 - Exam

Date
22 May 2020

Your time
00:30:50

Your grade
Distinction



You have achieved a Gold level for this KnowledgeSmart exam

The **My Skills** page can be used to view user skills rating data for completed skills audits.



Annie Architect
KnowledgeSmart profile

>> My Details

>> My Achievements

>> My Assessments

>> My Assessment Scores

>> My Exams

>> **My Skills**

>> My Surveys



My Skills

Here you can view and update your skills.

Skill Ratings

Skill ID	User rating ID
AIR's	2
Analytical Thinking	2
AutoCAD	3
BEP's	3
Bluebeam	2
CDE's	3
Collaboration	3
Commercial	3
Conservation	2
Decision Making	3
Delegation	2
Design Collaboration	3
Design Visualization	3
Education	4

User rating data can be edited to capture ongoing training and up-skilling information. And there is a personal history of skills rating data.

Revit Architecture	4 ▼
Revit MEP	4 ▼
Revit Structure	2 ▼
Rhino	4 ▼
Site Visits	1 ▼
SketchUp	4 ▼
Sustainable Design	3 ▼
Teamwork	3 ▼
Time Management	4 ▼
Transport	1 ▼

Finish Editing

Skills Audit History

Skills Audit ↑	Sent date ↑	Completion date ↑	Status ↑
AEC Process (1299)	16 Mar 2021		Sent
AEC Professional and Technical Skills (1322)	17 Jan 2021	17 Jan 2021	Completed 

The **My Surveys** page can be used to log into open general survey invites and view dates for completed surveys.



Annie Architect
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Assessment Scores
- >> My Exams
- >> My Skills
- >> My Surveys



My Surveys

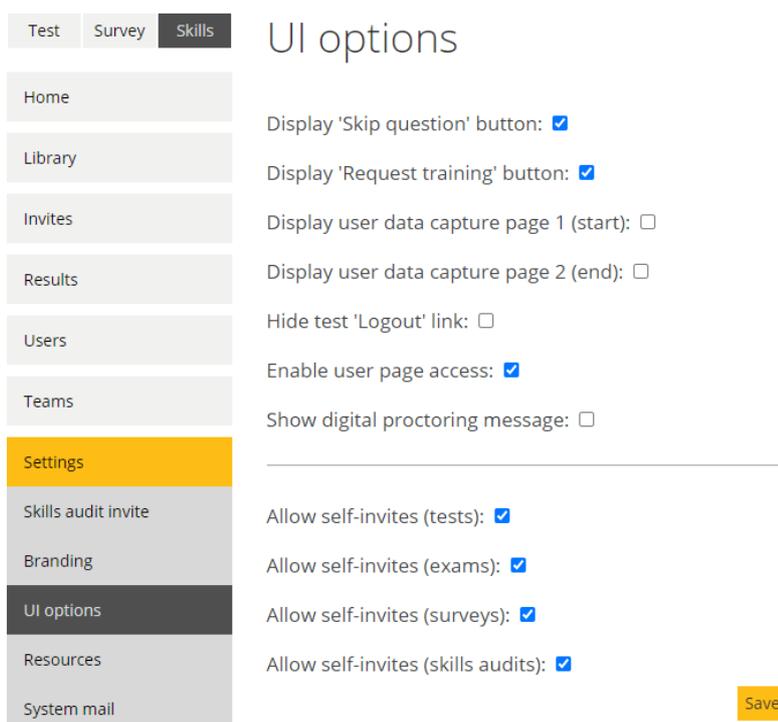
Here you can manage your surveys.

Survey name ↑	Sent date ↑	Completion date ↑	Status ↑
Remote Working Survey (1334)	19 Mar 2021		Sent

SELF-INVITE TOOL

KS admins have the option to allow users to *self-invite* to tests, exams, surveys and skills audits, from their individual KS user dashboard pages.

On the **Settings > UI options** page, check the **Allow self-invites** box(es).



Go to the Library area and select the content to be included in the self-invite menu, by toggling on the relevant tests/exams/surveys/skills audits, using the **Click to enable self-invite tool**.

ID no.	Test name		
12036	Revit - Content Creation (2020)		<input type="checkbox"/>
12037	Revit - Project Process (2020)		<input checked="" type="checkbox"/> Click to enable self-invite
12507	Revit Architecture for Interiors (2020)		<input type="checkbox"/>
12501	Revit for Architecture 2020 - Advanced (I)		<input type="checkbox"/>
12525	Revit for Architecture 2020 - Advanced (M)		<input type="checkbox"/>
12040	Revit for Architecture 2020 - Xpress (I)		<input type="checkbox"/>
12041	Revit for Architecture 2020 - Xpress (M)		<input type="checkbox"/>
12033	Revit for Architecture 2020 (Occasional Users)		<input type="checkbox"/>
12031	Revit for Architecture 2020 Fundamentals (I)		<input type="checkbox"/>
12030	Revit for Architecture 2020 Fundamentals (M)		<input type="checkbox"/>

On the user page, individuals can now select the **Self Invite** tool and the activated content will display in the page view.



Annie Architect
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Assessment Scores
- >> My Exams
- >> My Skills

Self Invite

Here you can request to take assessments, exams, surveys, and skills audits.



Assessments
7 available



Exams
0 available



Skills Audits
24 available



Surveys
2 available

Need help?
<https://support.knowledgesmart.net/>
Or email: support@knowledgesmart.net



Annie Architect
KnowledgeSmart profile

- >> My Details

Self Invite

Here you can request to take assessments, exams, surveys, and skills audits.

ID#	Test Name#	
15284	AutoCAD 2D - Xpress (2021) - (ID: 15284)	 <input type="checkbox"/>
15367	AutoCAD Civil 3D 2021 - Xpress - (ID: 15367)	 <input type="checkbox"/>
5325	Bluebeam Fundamentals - (ID: 5325)	 <input type="checkbox"/>
14827	Revit - Project Process (2021) - (ID: 14827)	 <input type="checkbox"/>
14821	Revit for Architecture 2021 - Xpress (I) - (ID: 14821)	 <input type="checkbox"/>
15352	Revit for MEP 2021 - Xpress (I) - (ID: 15352)	 <input type="checkbox"/>
15343	Revit for Structures 2021 - Xpress (I) - (ID: 15343)	 <input type="checkbox"/>

Users select the relevant test/exam/survey/skills audit using the check boxes and hit **Add to Self Invite**.



Annie Architect
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Assessment Scores

Self Invite

Here you can request to take assessments, exams, surveys, and skills audits.

ID#	Test Name#	
15284	AutoCAD 2D - Xpress (2021) - (ID: 15284)	 <input type="checkbox"/>
15367	AutoCAD Civil 3D 2021 - Xpress - (ID: 15367)	 <input type="checkbox"/>
5325	Bluebeam Fundamentals - (ID: 5325)	 <input type="checkbox"/>
14827	Revit - Project Process (2021) - (ID: 14827)	 <input type="checkbox"/>
14821	Revit for Architecture 2021 - Xpress (I) - (ID: 14821)	 <input type="checkbox"/>
15352	Revit for MEP 2021 - Xpress (I) - (ID: 15352)	 <input type="checkbox"/>
15343	Revit for Structures 2021 - Xpress (I) - (ID: 15343)	 <input type="checkbox"/>

< 1 >

Self invites added

Users can now log in independently, by selecting the **My Assessments**, **My Exams**, **My Surveys** or **My Skills** pages in the menu.



Annie Architect
KnowledgeSmart profile

[>> My Details](#)

[>> My Achievements](#)

[>> My Assessments](#)

My Assessments

Here you can view KS assessments you have taken or have been invited to take. View summary reports for completed sessions by clicking on the assessment name. Resume open sessions by clicking on the name of 'Not started' or 'In progress' assessments and entering your KS user name and password in the login screen.

Status ↑	Date ↑	Expiry ↑	Assessment ↑	Score ↑	Time ↑	Stats ↑
Complete:	15 Jan 2021		Revit for Architecture 2021 - Xpress (1)	76	00:27:20	
Not Started:	19 Mar 2021		Revit - Project Process (2021)	0		

Administrators can view which tests, exams, surveys and skills audits have been issued invites, on the **Invites > History** page of their admin dashboard.

Invite history - all invites

All Invites ▾

Export invite data to CSV

Extend invites

Re-send invites

Delete

[Show search](#) | [Show dynamic groups](#)

All your invites ?

Total invites: 7

KS username	First name	Last name	Email	Test name	Sent date	Expiry date	Status	<input type="checkbox"/>
AnnieArchitect	Annie	Architect	annie@knowledgesmart.net	Revit - Project Process (2021) (14827)	19 Mar 2021		Not Started	<input type="checkbox"/>